

AUDIT OF FREIGHT INVOICES/CHARGES-DAO
(1987)

3648

Purpose/Use: Audit freight invoices/charges.

Reference/Authority: Accounting Procedures Handbook, Sections 3647, 3655, 3671, 3681, and 3689;
Government Code §14921;
SAM §1233, 3574.5, 3800.2, 3851.1, 3851.2, 3880.2, 8422.1, 8422.101.

Source: Vendor

Forms/Related Documents: Posting Tag, AO-225;
Subpurchase/Contract Delegation Order, AO-40;
Vendor's Invoice.

Due Date(s): Upon receipt

Distribution: General Services, Traffic Management;
DAO-Data Entry.

Freight invoices:

- Determine that:
 - Invoice is not a consignee copy.
 - Freight charge was not prepaid.
 - Original purchase document number is shown on invoice.
- Stamp "Please-send-with-warrant" on return with remittance stub, and attach to bottom of duplicate.

- If amount of invoice is over \$100.00, forward original copy to Department of General Services, Traffic Management, 4675 Watt Avenue, North Highlands, CA P-7, except when:
 - Carrier is United Parcel Service.
 - A separate rate or charge on an invoice for goods is in accordance with that specified in the purchase contract.
 - Services were performed under a contract specifying the exact rates to be applied for the services.
- Place a duplicate copy of all invoices forwarded to Traffic Management in pending file.

If freight charges in excess of \$100.00 are added to a Subpurchase/Contract Delegation Order (AO-40), forward AO-40 and supporting invoices to Traffic Management as described for freight invoices.

When approved AO-40 and/or invoice is returned from Traffic Management compare it to duplicate in pending file to determine any adjustments.

- If Traffic Management has cut original invoice make two copies.
 - Attach pending copy to back of duplicate of adjusted invoice.
 - Attach second copy of adjusted invoice to bottom of first copy stamped, "Please-send-with-warrant."
 - If freight charges are added to an AO-40 attach adjusted invoice to AO-40 and correct AO-40 amount.

If payment is to be made directly to carrier:

- Make photocopy of invoice.
- Prepare Posting Tag (AO-225) and attach to copy.

Prepare claims schedule per Accounting Procedures Handbook, Sections 3681 and 3689 and forward to DAO-Data Entry.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)